

University of Dundee

DECCMA Stakeholder Engagement Plan

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D E C C M A



Working Paper

Stakeholder Engagement Plan Del.1.1



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About DECCMA Working Papers

This series is based on the work of the Deltas, Vulnerability and Climate Change: Migration and Adaptation (DECCMA) project, funded by Canada's International Development Research Centre (IDRC) and the UK's Department for International Development (DFID) through the **Collaborative Adaptation Research Initiative in Africa and Asia (CARIAA)**. CARIAA aims to build the resilience of vulnerable populations and their livelihoods in three climate change hot spots in Africa and Asia. The program supports collaborative research to inform adaptation policy and practice.

Titles in this series are intended to share initial findings and lessons from research studies commissioned by the program. Papers are intended to foster exchange and dialogue within science and policy circles concerned with climate change adaptation in vulnerability hotspots. As an interim output of the DECCMA project, they have not undergone an external review process. Opinions stated are those of the author(s) and do not necessarily reflect the policies or opinions of IDRC, DFID, or partners. Feedback is welcomed as a means to strengthen these works: some may later be revised for peer-reviewed publication.

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1. Introduction

The description of work for Work Package 1 envisages four separate rounds of stakeholder engagement. Each round will comprise of a number of workshops, meetings and interviews, taking place at various geographical and administrative levels, and each addressing potentially different types of stakeholders. These will take place in Bangladesh (Ganges-Brahmaputra-Meghna (GBM) delta); Ghana (Volta delta); and in India (GBM and Mahanadi deltas).

In addition to the clear commitment to stakeholder engagement in WP1, there are also many instances in other Work Packages where the input of stakeholders is needed, whether to approve or validate research work that has been completed during the project, or to help guide the direction that research efforts should take. In addition, there is a separate role for stakeholders in the development of scenarios that are another cross-cutting feature of the project (see separate Scenario Development paper).

2. Stakeholder Engagement – Annual Breakdown of Meetings

2.1. Introduction

Due to the volume of information being considered under DECCMA's commitment for stakeholder engagement, material to be examined in each stakeholder engagement round needs to be carefully selected. Here, we need to distinguish between those issues that can be addressed at different scales. In each jurisdiction the scales will differ depending on the prevailing political structures and the level of decision making that is possible at each level:

- National(State in India) level. These meetings will be expected to be held in the main administrative centre at this scale: Accra, Dhaka, Kolkata and Bhubaneswar.
- District level – the location of these meetings needs to be agreed with other WPs (notably, WPs 2, 3 and 6) in advance to ensure cross-project consistency.
- Expert level

Where the same project elements are being addressed at multiple levels, strategy is needed to ensure there is appropriate juxtaposition of the views harvested.

2.2. Timing

During discussions at DECCMA's first whole consortium meeting in Dhaka in June 2014, there was some debate over when each of the stakeholder engagement rounds should take place. No firm decision has been taken as yet regarding the best time to hold the engagement events. In taking a decision on this, however, we should bear in mind the following:

- There needs to be roughly a year between each round to give adequate time to collect and feedback information to each stakeholder and sufficiently engage with key stakeholders ;
- There is no necessity to hold a cluster of events – i.e. hold national, district and expert meetings in short succession – unless there is a clear reason to do so and that this is justified by project needs. It may also be that limitations on travel budget and the funding available for these meetings / workshops has an influence over timing;
- Timing of the events should be governed also by seasonal, social and cultural calendars so that we can best ensure that we are getting the breadth of representation (whether gender, political, sectoral, ethnic or economic) that we need to fulfil project objectives. This might also include acknowledgement of climatic / weather restrictions. For example:
 - In Bangladesh, no meetings will be possible during Ramadan, or around Eid;
 - In West Bengal, the same will be true during the Durga Puja celebrations and holiday during October.
 - There are no known restrictions for meetings in Ghana
 - Monsoon period in Mahanadi
- A list of national holidays for 2015 is appended below.
- If training is needed by project partners with respect to any element of the stakeholder engagement process, there needs to be sufficient time before the events to allow this training to take place.
- The timing of availability of project-derived information. If an event is expected to produce a particular outcome that is needed by one of the project work tasks or deliverables, the information needed for the event must be capable of being available. The development of the

input/output flow chart should allow us to be able to do this when it is completed.

- The potential for individual interviews to be conducted before more formal workshops can take place. It may be that expert interviews, for example, can be held in advance of workshops etc.

2.3. Gender

It is essential that we are able to demonstrate appropriate levels of gender sensitivity in our stakeholder engagement process. While it may not be possible to achieve full equitable representation in our workshops and interviews, the process by which we select participants, the timing and location of the meetings and the way in which we seek their views should be methodologically unimpeachable.

For National/State and District level workshops, the following will be incorporated:

- recording of the sex-disaggregation of attendees (along with their positions);
- noting respective contributions from men and women, showing balance of contributions and potentially highlighting issues of particular interest to either sex.
- Noting sex disaggregation of invitees

For community level engagement:

- Separate groups for males and females, carried out and run by members of the same sex
- Where mixed meetings are held, recording of the sex-disaggregation of attendees at all meetings.
- Timing of meetings may be more critical at the community level than at higher levels. Local events or priorities that affect attendance of particular groups will be taken into account in planning.
- Ensure that there are sufficient field staff for male-female pairs to enter households to interview.
- Ensure meetings are carried out at times of day convenient for women with caring / household duties.
- Consider provision of childcare
- Consider meeting with women separately with from men so they can talk freely

2.4. Reporting

Given that individual work tasks will be relying on the information received from the stakeholder engagements, prompt reporting from these meetings will be important.

It is suggested that this take place within 2 weeks of the date of the meeting being reported.

Objectives that were slated to be addressed at individual meetings but for one reason or another were not achieved, should be highlighted in reports, along with details of the reasons why – e.g. lack of time, lack of relevant inputs.

For ease of reference for the project team, the report should highlight results of the workshop against the issues that were due to be addressed there. This will assist members of other work packages to extract the information relevant to them without having to sift through the whole document. Documents should be structured according to the following reporting template:

- Aims and objectives - these should be aligned with the stakeholder engagement plan (SEP) for each round of events.
- Key findings for each work task clearly identified (again aligned with the SEP) - this will help facilitate communication of relevant findings across work packages without other WT leads having to trawl through reports to identify what is relevant for them
- Number of invitees and attendees - including affiliation and gender disaggregation of both invitees and attendees
- Agenda
- Key element of agenda item and detailed summary of issues / questions / requests raised by stakeholders, including any issues of particular relevance to women (if any raised).
- Meeting conclusions and next steps.
- 250 word summary of the meeting and its findings, accompanied by a photo if possible for website, KM Platform and formal reporting to CARIAA. This needs to be more than a description of what happened – it must include outcomes and any relevant issues raised.

2.5. Prospective issues to be addressed in each round of engagement at National / State and District level

First round:

- National:
 - Preliminary ideas about governance issues / barriers to policy and legal implementation ((1.2 and 1.3)
 - Identification of / discussion of national adaptation options (including identification of key pieces of literature that shape policy makers choices/decision making) – and introduce idea of doing this at different time horizons (WT6.1.2)
 - Scope adaptation finance initiatives (WT6.6.1)
 - Preliminary thoughts on conceptualisation of relationship between biophysical and socio-economic drivers of migration (5.1)
 - Start to engage stakeholders to buy into the project and to think about the end point – i.e. the development of adaptation fund proposals
- District / local:
 - Preliminary ideas about governance issues / barriers to policy and legal implementation ((1.2 and 1.3)
 - Identification of / discussion of national adaptation options (including identification of key pieces of literature that shape policy makers choices/decision making) – and introduce idea of doing this at different time horizons (WT6.1.2)
 - Scope adaptation finance initiatives (WT6.6.1)
 - Preliminary thoughts on conceptualisation of relationship between biophysical and socio-economic drivers of migration (5.1)
 - Start to engage stakeholders to buy into the project and to think about the end point – i.e. the development of adaptation fund proposals
 - For the purposes of WP3, the location of these District / local meetings will need to be driven in part by the WP2 conceptual model. Expert and/or National workshops should be held first, as this would allow the identity of the appropriate districts to take place then, with meetings at this level taking place only once the national / expert meeting has agreed on the conceptual model from WP2.
- Expert:
 - Key bio-physical and socio-economic climate change hotspot components (2.1) – conceptual model relies on this.
 - Identify key pieces of literature that shape policy makers choices/decision making

Second round:

- National:
 - Present migration maps from WT3.2.3.
 - Presentation of preliminary governance findings for comment
 - Presentation of fast-track review of suite of adaptation options for deltas generally (not delta specific at this point) preliminary findings for different time horizons for comment (WT6.1.3)
 - Introduction to economic scenario building in WP4
 - Review of continuing work on relationship between biophysical and socio-economic drivers of migration / model development for WP5
 - Relocation / resettlement discussion [WT3.5.1 Y2Q2]
- District / local:
 - Evaluate through stakeholder discussion (expressly at technical and policy levels) the country specific vulnerability domains and indicators of these domains within each delta (WT2.1.4)
 - Present migration maps from WP3
 - Presentation of preliminary governance findings for comment
 - Presentation of fast-track review of suite of adaptation options for deltas generally (not delta specific at this point) preliminary findings for different time horizons for comment (WT6.1.3)
 - Relocation / resettlement discussion (WT3.5.1)
- Expert:
 - Begin e.g. modified Delphi to qualitatively theorise relationship between planned and autonomous adaptation (WT6.3.2)
 - Presentation of conceptual model and analysis of vulnerability factors for hotspot mapping in WP2
 - Presentation of fast-track review of suite of adaptation options for deltas generally (not delta specific at this point) – for discussion – is this correct / realistic / feasible?
 - Development of scenarios of climate and socio-economic issues for each delta including demographic information from WP3 (input from WP2)
 - Review of continuing work on relationship between biophysical and socio-economic drivers of migration / model development for WP5

Third round:

- National:
 - Presentation of draft barriers to implementation (1.3)
 - Presentation of suite of planned adaptation options specific to each delta for different time horizons for comment (WT6.1.3)
 - Presentation of autonomous household adaptations for comment (6.2)
 - Assess the interactions between autonomous adaptations and policy decision making, to consider conflicts that arise (WT6.3.1)
 - Qualitatively theorise the relationships between planned and autonomous adaptation through modified Delphi (if Delphi approach used); (6.3)
 - Generate delta-specific stakeholder weights /prioritise different evaluation criteria by which to evaluate the sustainability of adaptations in WP5 (WT6.4.2)
 - Discussion on what is 'successful' migration (WT3.6.2) At all levels – Y4Q2.
- District / local:
 - Presentation of draft barriers to implementation (WT1.3)
 - Presentation of suite of adaptation options preliminary findings for different time horizons for comment (WT6.1.3)
 - Qualitatively theorise the relationships between planned and autonomous adaptation through modified Delphi (if Delphi to be used); (WT6.3)
 - Presentation of barriers to successful implementation of adaptation policy, and the impacts of autonomous adaptation on policy choices (WT6.3.1)
 - Present and validate immobility maps (WT 3.4.3)
 - Discussion on what is 'successful' migration (WT3.6.2) At all levels – Y4Q2.
- Expert:
 - Presentation of final conceptual model on relationship between biophysical and socio-economic drivers of migration / model development (WT5.2.2)
 - Presentation of preliminary integrated model prototype (WT5.3)

Fourth round:

- National level

- Presentation of barriers to successful implementation of adaptation policy, and the impacts of autonomous adaptation on policy choices (WT6.3)
- Discussion of sustainability of policy choices to develop into adaptation fund proposals (WT6.4)
- Discussion of process to develop adaptation fund proposals with Kulima Development consultants (WT6.5, Yr5Q1)
- Present findings of adaptation option ranking exercise (WT6.5)
- Co-development of adaptation funding application (WT6.6)
- District / local level
 - Presentation of barriers to successful implementation of adaptation policy, and the impacts of autonomous adaptation on policy choices (WT6.3)
 - Discussion of sustainability of policy choices to develop into adaptation fund proposals (WT6.4)
 - Discussion of process to develop adaptation fund proposals with Kulima Development consultants (WT6.5, Yr5Q1)
 - Present findings of adaptation option ranking exercise (WT6.5)
 - Co-development of adaptation funding application (WT6.6)
- Expert level
 - Presentation of immobility maps for validation (WT3.4.3)

3. Identification of Stakeholders for Mapping Purposes

Identification of key relevant stakeholders will be essential if engagement is to be effective. Given DECCMA's broad scope and complexity creating a definitive list of relevant stakeholders from the outset proves challenging. Therefore, we will create a list of those stakeholders whom we have identified as relevant to the project but with a view to amending this list as the project progresses and our collective understanding of the processes affecting migration and adaptation in the individual case study areas improves.

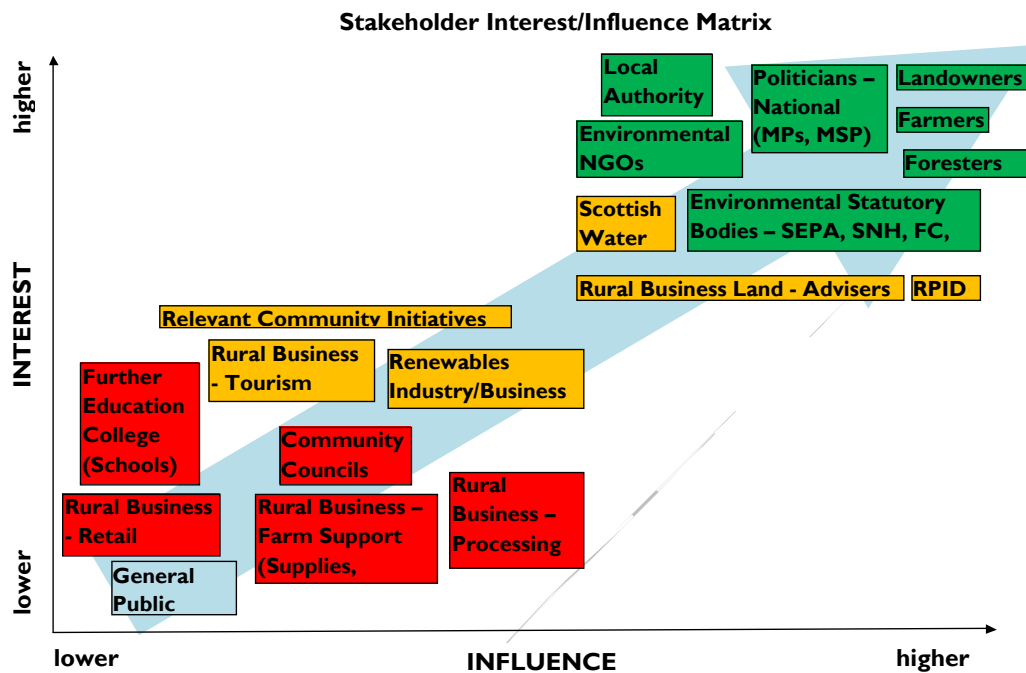
Stakeholders will be categorised according to their relevance to:

- sending and receiving areas;
- scale (e.g. international, national, local)
- reason for relevance;
- nature of principle interface with project:
 - policy uptake;
 - end users / primary stakeholders

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- expert advisory
- legacy / post project follow-up

Each will be assessed in terms of its respective influence and interest, as per the example chart (from a different project) on the following page. This will enable us to identify the most critical groups, institutions and individuals. It will also allow a communication strategy to be prepared in a way that is best tailored to the needs, capabilities and characteristics of each stakeholder.



This mapping exercise will need to be done at multiple decision-making levels, though the levels assessed will vary across case study areas.

We recognise that the identity of relevant stakeholders, and their respective influence or levels of interest in the project, may change over time and vary across spatial scales. The groupings of Priority, Key and Important stakeholders may also change in terms of their membership and potentially their relative importance. New stakeholders may be added as understanding deepens, and different individual representatives of institutions may also change as appreciation of the project's content and objectives increases.

The main consequence of this is that **a mapping exercise will need to be done every year**, to incorporate the learning that has taken place over the previous year, and also to take account of changes in the relative positions and interests of stakeholders.

A separate document will be prepared that contains the form for the stakeholder mapping deliverable report.

4. Communication strategy

During the period between each stakeholder engagement event, efforts will be needed to ensure that stakeholders are informed about the following:

- Project research progress;
- What has happened to the outputs they helped produce at the last event;
- What is expected at the next engagement event;
- Any issues that stakeholders might be expected to give views on in the interim – there will be a lot of different project demands made of the various groups of stakeholders and we should try to minimise the number of outputs we expect from each meeting. It simply will not be possible to deal with each issue at the workshops, so a comprehensive communication plan will be developed to ensure a progressive link to bridge the time between formal workshops.
- Findings / results from workshops held at different political / geographical levels.

The stakeholder mapping exercise above will be used to categorise stakeholders, irrespective of their position in the influence / interest chart, according to the communication methods best suited to them. For each country, the country team will draw up a Communication Strategy, and then assess which combination would be best suited to each stakeholder. This might include some of the following:

- Emails – newsletters
- Leaflets / flyers
- Social media
- Broadcast media – radio?
- Print media
- Update meetings appended to consortium meetings or dedicated catch-up meetings

This should allow for clear categorisation of stakeholders according to the suite of communication activities most suited to them.

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5. Theory of Change and Monitoring & Evaluation

Throughout the project, stakeholders will be asked to contribute to DECCMA's Theory of Change (ToC), which will map out the causal links between the project's outcomes. An initial ToC has been drafted. This will be presented to stakeholders who will refine the ToC to reflect local realities, refine desired outcomes and to think critically about undesired outcomes. This process will also ensure that the project begins to measure the outcomes that are of the most interest in each delta. The ToC will be updated as the monitoring and evaluation (M&E) data is collected. M&E data will be collected each month from each of the project's country teams through an online reporting forms. This data will begin to build a case of evidence around the project's impacts. Stakeholders will be asked to re-examine the refined ToC every 12 months during stakeholder workshops.

6. Ethics

We must have **informed consent** from every person who takes part in any of our workshops, focus groups, interviews or questionnaires. This involves:

1. Providing information about:
 - a. the project and its purpose;
 - b. the workshop, interview or focus group, and its purpose; and
 - c. where necessary, the kinds of questions we are going to ask individuals,
2. Ensuring the individual understands that they are under no obligation to take part in the study and can withdraw at any time
3. Describing the ways in which we will protect the respondent's personal information and preserve their anonymity.

The way that these requirements will be applied will differ slightly according to the context. For the Community level engagement described below in section 6, the University of Exeter will draft a basic text that can be translated and adapted appropriately. For engagement events taking place at the higher decision making levels (national; federal state; district), the University of Dundee will prepare a sign-in sheet with wording approved by the relevant ethical authority ensuring that issues 2) and 3) above are addressed as soon as attendees arrive. This will be augmented by opening statements in every event that will satisfy issue 1) above.

7. Community engagement strategy

7.1. Why?

The voice of the migrant sending households and the migrants themselves is fundamental to DECCMA. There will be several phases of data collection at the community level to feed into Work Packages one, two, three and six. This research serves four purposes:

First phase (qualitative):

1. To provide background information and context on how and why adaptation and migration are carried out by households and individuals, both separately and as part of a linked system
2. To make sure the questions contained in the questionnaire are relevant, locally appropriate and the intended meaning is understood by participants

Second phase (quantitative):

3. Quantitative household survey in rural migrant sending area to feed into integrated to model (WP5), and provide outputs on successful migration, and links between adaptation and migration
4. Quantitative household survey in urban migrant receiving area to feed into integrated to model, and provide outputs on successful migration, and links between adaptation and migration

Third phase (qualitative):

5. To investigate in depth surprising/interesting phenomena arising from the quantitative questionnaire (new research questions).
6. To investigate processes of resettlement and abandonment due to sea level rise and difficult climate conditions
7. To define successful migration and adaptation

Throughout:

8. To incorporate local level, individual and group views into the scenario process and verify national stakeholders' understanding of community level vulnerability

Overall these activities contribute to DECCMA's Theory of Change, ensuring that there is a direct link between the research and the most vulnerable communities by feeding back information to communities, and by understanding how our interaction with individuals in communities is changing their perception of migration, adaptation and climate change impacts, and their own sense of self-efficacy to respond to climate change.

7.2. When?

Year	Month	Objective	WT
2015	April/May	<ul style="list-style-type: none"> Scoping on migration and adaption in the delta areas (both rural sending areas and urban receiving areas) 	3.3, 3.5, 3.6
2015	June	TRAINING AT JULY DECCMA CONSORTIUM MEETING <ul style="list-style-type: none"> On qualitative data techniques Ensures that all countries follow the same procedures. 	WP1,3,6
2015	September	<ul style="list-style-type: none"> Introduction to the project, aims and research team Focus group discussion on migration issues in/near survey locations (sending areas) - to improve our initial understanding of adaptation and migration Pre-testing of draft questionnaire in/near survey locations Understanding how existing climate adaptation and other policies affect their migration and adaptation choices Perceptions of climate risks and what factors are most important to them in shaping their vulnerability 	TOC 3.3, TOC 3.3 1.2, 6.3 2.1; 6.3
2015	October	<ul style="list-style-type: none"> Focus group discussion on migration issues in receiving areas mentioned by respondents from survey locations (multiple locations –reasonable sample of those mentioned) Simultaneous pre-testing and modification of the receiving area questionnaire 	3.3
2015	November	<ul style="list-style-type: none"> Qualitative research (focus group discussions; participatory methods; semi structured interviews) with resettled communities/communities at risk of abandonment 	3.5
2016	January	<ul style="list-style-type: none"> Quantitative household survey – sending areas 	3.3
2016	April	<ul style="list-style-type: none"> Quantitative household survey – receiving area 	3.3
2016	September	<ul style="list-style-type: none"> Qualitative research to follow up on issues raised in quantitative household survey (survey locations) Participatory methods to get local level input into scenario development (survey locations) Barriers to effective implementation of policy (survey locations – key informants and local leaders) 	3.3 1.X 1.3
2017	March	<ul style="list-style-type: none"> Participatory interactions on definitions of successful migration and adaptation (survey locations – community members, and key informants and local leaders) Feedback outcomes from this project 	3.6, 6.4 TOC, 6.5

7.3. Where?

There are four different locations for the stakeholder work:

1a) “Hotspots” (based on prior expert knowledge)

These are chosen based on prior knowledge, the literature review and the inventory of adaptation projects. While these locations should be within the project study area, they

do not have to match the places where we will carry out the quantitative household survey. These locations are chosen to cover the breadth of variation in characteristics of interest to the project. For example:

- High levels of outmigration
- High levels of in-migration
- High exposure to current climate variability
- Projected high likelihood of exposure to future climate change
- Exposure to salinization and/or erosion
- Presence of adaptation initiatives

1b) “Hotspots” (based on sampling)

These locations will be chosen based on the sampling strategy which uses the migration estimates and fast track vulnerability maps created in WP2. Here we will undertake the quantitative household survey, as well as various activities with community-level stakeholders.

2a) Migrant receiving areas within the delta (Based on qualitative work)

Qualitative and quantitative work will identify major migrant receiving areas for the migrants from these destinations. The first phase of work will identify one or more major migrant receiving area from the qualitative interviews carried out in September 2015

2b) Migrant receiving areas within the delta (based on quantitative work)

The second phase of work in migrant receiving areas follows the quantitative household survey and takes place in households, neighbourhoods and networks that are directly linked to the households surveyed.

3) Areas at risk of abandonment and communities that have already relocated

Work on resettlement/relocation will be carried out in areas where such processes are taking place, which may arise from (although not necessarily) the survey locations. These should be identified through the literature and local knowledge, scoping studies, interviews with key informants.

7.4. Who?

Resources for fieldwork are held within WP3. However, staff from WP1 and 6 should be involved in activities as appropriate – designing and implementing the activities required for their WP. In general, multi-work package teams will be required, since each phase of fieldwork is designed to meet multiple objectives.

7.5. How?

- 1) Quantitative household surveys (sending area)
 - a) 1500 households that will be spread across approximately 20 villages in the field area
 - b) Must write a protocol that is approved by ethical committees in each participating research institution
 - c) Household listing required to create sampling frame within villages
 - i) This involves asking a few basic questions to 125 households in the village (starting at a random household) from which we can draw a sample

- ii) This will have to be done a few weeks before the questionnaire is due to take place, to ensure sufficient time for the data to be entered and the sample chosen
- d) Information collected by trained enumerator teams in one field campaign
 - i) Training with the survey instrument must be carried out
 - ii) Enumerator teams must be composed of men and women so that male enumerators can conduct the survey with male household members, whilst female enumerators can conduct the survey with female household members
- e) Quantitative questionnaire
 - i) Majority of questions standardized across all consortium countries
 - ii) Some modules in questionnaire will be country/delta-specific
 - iii) Should take a maximum one hour to implement
 - iv) Informed consent required from all respondents
 - v) Questionnaire will be implemented to both male and female household heads
- 2) Semi-structured interviews
 - a) One on one interviews with migrants to understand their trajectories to where they are now
 - b) Life history calendars to help respondents remember key dates and activities
 - c) Question individuals following a checklist of different themes
 - d) All interviews should be recorded, transcribed and translated.
- 3) Focus group discussions
 - a) Groups of between eight and 12 participants
 - b) Focus groups run for different sexes, socio-economic groups, religious groups, ages, separately
 - c) Majority of focus groups divided by different sub-groups within a community (likely to be overlapping): women/men, migrant/non-migrant households, involved in adaptation initiatives/not involved.
 - d) Need to take place in a location, and at a time of day, that is convenient to the participants (and this is likely to vary depending on the participants, so should be checked in advance)
 - e) Snacks and drinks should be supplied to the group (as appropriate to local context and based on recommendations from local researchers)
 - f) One person to facilitate discussions; another person to take notes
 - g) Gender of facilitator and note taker to match the gender of the group.
 - h) All focus groups should be recorded, transcribed and translated into English.
 - i) As such the facilitator has to manage the discussion such that only one person talks at one time, and that discussions are focused and time constrained.
- 4) Participatory rural assessment
 - a) Community mapping (PRA)
 - i) Local knowledge used to produce a community map of the village showing roads, households, ponds, schools, community/religious buildings, fields etc.
 - ii) Maps focus on attributes of interest: number of households for understanding whether the village is growing or reducing; natural features such as riverbanks to understand impact of natural hazards
 - iii) Maps created in an open space by whole community (or sub-groups such as those mentioned above) etched into the ground so they can be easily modified based on discussion.
 - iv) Once the map is agreed the facilitator draws a formal version of the map
 - b) Time line of key events
 - i) To understand key events in the village's history, including drought, floods, periods of in-migration and out-migration.
 - ii) Can be used to guide discussions about how communities responded to past events.
 - iii) Need consortium-wide criteria on how far back we go (e.g. 10 years, 20 years, more)
 - iv) A line is drawn in an open space (by etching on the ground) with today's date as the starting point.

- v) Participants (sub-groups based on gender, migration status, adaptation status) recall key events in the village's history and mark them in chronological order on the timeline.
- vi) Final version drawn up by note taker and mediator
- c) Seasonal calendars
 - i) Discuss different months/seasons recognised locally
 - ii) Ask the start of the year and draw a table with columns for the months/seasons
 - iii) List income generating activities as rows in the table, e.g.: crops and harvests, off-farm income generating activities, migration outside the village, collection of wild produce
 - iv) Use lines or bars to indicate the time interval in which these activities are performed.

7.6. Evidence

For **monitoring and evaluation** purposes, we will apply short questionnaires to a sub-sample of the people with whom we interact prior to and after we engage with them, in order to track the impact we have had (if any) on their perceptions of migration, adaptation and climate change.

7.7. Training

Training will take place during a one day session prior to/after the consortium workshop in July 2015. Please ensure that the people who will be leading and taking part in the community level fieldwork are present at this meeting. This includes from work packages 1, 3 and 6.

7.8. Guidance documents

All consent forms, checklists of questions and final questionnaires will be prepared centrally by a team composed of representatives from all country partners.

- Consent form for scoping/qualitative work
- Monitoring and evaluation questionnaire
- Checklist of questions for scoping work
- Checklist for questionnaire pretesting
- Checklists for qualitative work
- Structure for questionnaire protocol
- Consent form for questionnaire
- Questionnaire instrument

8. Description of activities of the community engagement strategy

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P	Y	M	Objectives	Location	Activities	Inputs/ Instruments	Outputs	WT
1.	2015	Apr	Gather gendered information on: • Livelihoods, risks and coping strategies • Migration practices and outcomes • Adaption practices and outcomes	- Rural community with adaptation initiatives - Urban receiving community - Community at risk of resettlement	In each community carry out focus groups with: - Men - Women	Checklist of questions	2 transcripts and notes from each location	3.3, 3.5, 3.6 6
2.	2015	Jul	Training, as required, on: • Social survey implementation • Best practice for semi-structured interviews • Best practice for gender-sensitive focus group discussions • Participatory rural assessment methods	June consortium meeting	Role play, sharing of best practices,	Training materials currently used by partner institutions	Common guidelines agreed upon by all partner institutions	WP1, 3,6
3.	2015	Sep	Introduce to the project, aims and research team to the communities	Sampled villages	Open discussions with village leaders and “gatekeeper” individuals.	Factsheet on project		TOC
			Pre-test draft questionnaire and gather information on: • Relevance of questions • Use of appropriate local terms • Range of possible answers	Sampled villages (households NOT included in sampling frame)	Focus group discussion with: - Women - Men	Draft questionnaire	List of suggested modifications to questionnaire	3.3 6.2
			Gather information on: • How existing climate adaptation policies affect migration choices for men and women • How existing climate adaptation policies affect adaptation choices for men and women • Other policies affect migration and adaptation choices and how they affect men and women	1 from each sampled village	Focus group discussions with: - women (undertaking adaptation) - men (Undertaking adaptation) Semi-structured interviews with: - local experts	Checklist of questions for focus group Checklist of questions for interviews	2 sets of transcripts and notes from FGD in each location	1.2 6.3

			Gather information on: • Gendered perceptions of climate risks and what factors are most important to them in shaping their vulnerability	Sampled villages (households NOT included in sampling frame)	- local leaders PRA techniques (separately for women and men) - Community mapping - Community timeline - Seasonal calendar	Manual on PRA	2 maps, 2 timelines, 2 seasonal calendars plus accompanying notes	2.1; 6.3
4.	2015	Oct	Migration issues for men and women in receiving areas mentioned by respondents during September fieldwork (and modify the questionnaire as appropriate)	- Local urban migrant receiving neighbour hood - Major urban receiving neighbourhood - Rural migrant receiving area	In each receiving community carry out focus groups with: - Migrant households (women) - Migrant households (men)	Checklist of questions	2 sets of transcripts and notes from the FGDs for each community	3.3 6.2
			Pre-test draft questionnaire: • Relevance of questions • Use of appropriate local terms • Range of possible answers	Sampled villages URBAN RECEIVING AREA (households NOT included in sampling frame)	Focus group discussion with: - Women - Men	Draft questionnaire	List of suggested modifications to questionnaire	3.3 6.2
5.	2015	Nov	Investigate in threatened communities: • Preferences (and barriers) to stay or relocate for men and women • Reasons for remaining for men and women • Adaptation required by men and women for a sustainable future in location	- Settlement at extreme risk from sea level rise/coastal erosion/high salinity - Community that has already chosen to relocate away from risk	Focus group discussions with: - Women - Men Individual semi-structured interviews with men and women from different socio-economic backgrounds, religions, livelihood groups	Checklist of questions for FGD	2 sets of transcripts (plus accompanying notes) for each community Transcriptions from interviews	3.5 6.2 6.3
			Investigate in relocated communities: • New community dynamics and					

			gender roles and relations • Changes in wellbeing for men and women (and boys and girls)					
6.	2016	Jan	Collect sex-disaggregated quantitative data on migration and adaptation in migrant sending areas	Sampled villages	Quantitative household survey	Protocol Survey instrument	Database of 1500 cases	3.3 6.2
7.	2016	Apr	Collect sex-disaggregated quantitative data on migration outcomes and adaptation in migrant receiving areas	Neighbourhoods receiving migrants from sampled villages - Major urban centre - Local(minor) urban centre - Rural receiving area	Quantitative household survey	Protocol Survey instrument	Database of 1500 cases	3.3 6.2
8.	2016	Sep	Follow up on issues raised in quantitative household survey	Surveyed villages and migrant receiving areas	- Semi-structured interviews with key informants	Checklist of questions	Transcripts of interviews	3.3 6.2
			Obtain gender sensitive local level input into scenario development	Surveyed villages and migrant receiving areas	Focus group discussions with: - Women - Men	Draft scenarios	List of suggested modifications to scenarios	1.X
			Gather information on barriers to effective implementation of policy for men and women	Surveyed villages and migrant receiving areas	Focus group discussions with: - Women - Men	Checklist of questions and relevant policies	2 transcripts (plus accompanying notes)	1.3 6.3
9.	2017	Mar	• Gender-sensitive participatory interactions on definitions of successful migration and adaptation	Surveyed villages and migrant receiving areas	In selected communities carry out focus groups with: - Migrant households (women) - Migrant households (men) - Non-migrant households (women) - Non-migrant household (men)	Checklist of questions for focus groups Guidelines for PRA ranking	4 transcripts from each location, plus outcome of ranking exercises	3.66. 4

					PRA ranking exercises with community members and local experts			
			• Outcomes of the project	Surveyed villages and migrant receiving areas	Open discussions with village leaders and “gatekeeper” individuals.	Factsheets, infographics etc highlighting early results Short questionnaires on the decma process	Feedback from a sub-sample of participants	6.5 TOC

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9. Research into Use

The DECCMA project aims to develop the understanding and tools needed for sustainable adaptation in deltas, through the following:

1. Co-development of policy-relevant methods with delta stakeholders in 3 deltas;
2. Communication of results to other international deltas; and
3. Through co-development of funding proposals with relevant stakeholders to ensure project legacy.

This document will make explicit the approach that has been taken by DECCMA to connect project outputs to what stakeholders actually require, and how we will ensure that our understanding of what they need is as accurate as possible. It is intended to complement the project's Theory of Change strategy and its Stakeholder Engagement Plan, and should maximise research uptake. RiU will be managed jointly through WPs 0 and 1, linking theory of change and project management with the stakeholder engagement process.

DECCMA will focus on achieving the following *inter-related* goals:

Goal 1: Ensuring that stakeholder needs and requirements are identified and fully understood:

DECCMA activities / plan:

- Identification of key stakeholders: stakeholder mapping (D1.1) categorises stakeholders into four groups, one of which links directly to partners who are relevant for policy uptake.
- DECCMA will adopt a dynamic stakeholder mapping (DSM) process. This will create a learning loop that can incorporate experience and outputs from stakeholder engagement and improved understanding of migration and adaptation in each of the case study areas by project partners.
- Critically, the mapping process characterises stakeholders in terms of interest and influence. Dynamic stakeholder mapping requires that the mapping exercise conducted during year 1 will be repeated annually. Consequently, the changes in the relative influence and interest of stakeholders that will inevitably take place over time will be captured, and stakeholders can also be added as new information and understanding comes to light.
- The project will hope to be able to demonstrate upward shifts in the level of interest of key stakeholders, driven by research outputs and engagement activities.
- While existing networks will be a crucial element in building up a picture of relevant stakeholders, experience in previous projects indicates that these networks can be expanded over time. The use of DSM allows this process to take place.

Goal 2: ensuring the outputs produced throughout the project's lifespan are tailored to what relevant stakeholders are interested in.

DECCMA activities / plan:

- The Stakeholder Engagement Plan sets out a very clear timetable of interactions with all relevant institutions, both at the highest decision making levels and at the community and individual scales. At each stage, relevant outputs and workshop

objectives are clearly set out in order to ensure that the pathway to the final project outputs is mapped out.

- The stakeholder communication strategy has been determined based on recommendations from country teams in each case study area. This has been developed as part of the Stakeholder Mapping process, with separate strands having been produced for each of the stakeholder categories. There is therefore a case study-specific communication strategy for those stakeholders who are most relevant for uptake and legacy purposes.
- In addition to the engagement events mentioned above, the communication strategy recognises the need to maintain contact with stakeholders during the periods between events. This is a key element of the dynamic stakeholder mapping, and a necessary element of efforts to monitor the success of the RiU plan.
- This process will include development of policy briefs, dedicated stakeholder portals in the project website highlighting best practice and cross-delta experience, for example, and providing a useable knowledge hub for project partners and stakeholders alike. Autonomous adaptation activity can be incorporated in this portal, with stakeholders being given the ability to upload relevant material (or country partners can facilitate this).

The success of the RiU plan will be assessed over the course of the project, based on the following indicators:

- Evidence indicating shifts of stakeholders in the mapping exercises, highlighting where this is due in part or wholly to project outputs.
- Website hit numbers
- Project citations or references in public and academic literature
- Meetings with key influence stakeholders
- [anything else?]

Review processes will be put in place to allow objective assessment of communication efforts and planning, and of the RiU planning as a whole (thereby enhancing the robustness of the strategy). It is proposed that Kulima perform this function in the first instance.

Additional steps

Despite the existing activities, DECCMA is conscious that full operationalization of RiU, and communication of this, requires more explicit and dedicated interaction between project partners in the case study areas and key stakeholders.

With this in mind, there is a need for an individual within each country lead team to take command of RiU, network development and assessment. Additional effort must be made to develop a method for evaluating whether or not established networks are actually working (in tandem with the dynamic stakeholder mapping outlined above). The responsibilities of the Country team leads on RiU should also include [set out in full]

N.B. full implementation is reliant on the outcome of funding proposal to CARIAA.